

CITY OF LONG BEACH
MANAGEMENT OPPORTUNITY



SPECIAL PROJECTS OFFICER

**Housing Authority Bureau
Department of Health & Human Services**

Join Our Team Today!



THE DEPARTMENT



City of Long Beach

Long Beach is a full service City providing customary municipal services through departments such as police, fire, public works, development services, library and parks, recreation and marine. In addition to the traditional municipal services, the City also includes enterprise operations. The City owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach was originally incorporated in 1888, and after a period of disincorporation, was reincorporated in 1897. Long Beach is governed as a charter City and operates under the council-manager form of government. The City Council currently includes a Mayor, elected at large, and nine council members, elected by districts for four year terms. The Council appoints the City Manager who manages the daily affairs of the City and oversees the administration of the 13 City Departments. The City has over 5,000 employees and a total budget of \$3 billion (\$417 million in the General Fund).

The Long Beach Department of Health and Human Services (Health Department) has been improving the health of the Long Beach community for over a century.

The vision of the Health Department to create **a safe and healthy community for all**, underscores its commitment to health equity, prevention of diseases and illnesses, safe and affordable housing, and promotion of health and quality of life. Furthermore, the Health Department's vision embodies public health's significant role in advancing the city of Long Beach's Strategic Plan which strives for an economically vibrant and livable city.

The Health Department has 340 employees located in nine sites around the City. It operates with a \$120 million annual budget, 99% of which comes from Federal, State, County, and private funds. The Health Department is composed of five bureaus (Community Health, Housing Authority, Environmental Health, Physician Services, and Preventive Health) and is led by a Director who is responsible for the overall administration of the Department.

The Housing Authority Bureau administers rental housing assistance programs that benefit over 7,000 families in Long Beach. Its largest program, the Housing Choice Voucher Program, is designed to provide affordable housing to low-income families, veterans, those living with AIDS, the elderly and disabled residents of Long Beach through rental subsidies.

The Bureau also administers a variety of other rental assistance programs that meet the City's special needs populations. In addition, the Housing Authority also administers the Family Self Sufficiency Program (FSS), which helps participants to become more economically self-sufficient.

For more information on the Housing Authority Bureau visit www.haclb.org.

THE POSITION

The **Special Projects Officer** reports to the Long Beach Housing Authority Bureau Manager and is responsible for administrative support, management of grant funding and implementation of policies, plans and programs which facilitates the creation and preservation of affordable housing in Long Beach.

Currently directing a staff of five, the Special Projects Officer oversees the Bureau's accounting, budgeting, grant and fund development, as well as management information systems, agency performance measurement, contracts and procurement, facilities maintenance and quality assurance functions.

Examples of Duties Include:

- Prepares, monitors and manages the budget of the Housing Authority in accordance with Department of Housing and Urban Development (HUD) and City of Long Beach policies and procedures.
- Reviews existing housing assistance programs for contractual requirements and funding and revises as necessary.
- Monitors changes in Federal, State, and local housing related laws.
- Directs extensive data collection, reporting and analysis functions related to state, federal and other grant performance measures, as well as internal tracking and reporting toward the City's comprehensive performance management framework.
- Supervises and trains staff and oversees the work of consultants.
- Prepares and reviews agendas, memos, correspondence and reports, including technical reports required by the State and Federal governments as well as Housing Authority Commission letters.
- Manages the Bureau's quality assurance and monitoring functions for HUD and City compliance and is responsible for audit compliance.
- Ensures timely and effective interpretations of state and federal guidance and directives, as well as analysis of proposed regulations and/or funding solicitations.

THE IDEAL CANDIDATE

The ideal candidate will be able to: effectively supervise staff; participate in the development and administration of division goals, objectives and procedures; prepare, administer and monitor program budgets; prioritize multiple, complex projects and programs within specific time frames; provide a high level of customer service to internal and external customers; and represent the Housing Authority Bureau in meetings.

Experience

The ideal candidate will have four years of progressive responsible supervisory and administrative experience at a Housing Authority or similar entity and a strong working knowledge of government accounting as well as grant making systems.

Education

The ideal candidate will possess a Bachelor's Degree in Business or Public Administration, Economics, Finance, Accounting or a closely related field. In addition, candidates must possess a valid California Driver License.

Professional Attributes

The professional attributes that best describe the Special Projects Officer include:

- Strong project management and finance skills with knowledge of the multiple disciplines involved in dealing with complex grant funded programs
- Ethical with a high level of integrity.
- Embraces ideas and contributions from others.
- Dedicated to quality service.
- Participative and inclusive management style.
- Direct communicator with superior interpersonal skills.
- Exercises good judgment.
- Self-motivated.
- Effective negotiator.
- Creative, strategic thinker.
- Results oriented.

APPLY TODAY FOR THIS CHALLENGING AND EXCITING OPPORTUNITY

Special Projects Officer

THE COMPENSATION AND BENEFITS

The midpoint for this position is \$89,000. Salary will be commensurate based on the candidate's experience and background.

Retirement – CalPERS 2.0% at 62 for new CalPERS members. CalPERS 2.5% at 55 for Classic members (prior or current CalPERS or reciprocating agency members with less than a 6-month break in service). Coordinated with Social Security. Employee pays the employee portion. **Vacation** – 12 days after one year of service; maximum of 20 days after 19 ½ years of service. **Executive Leave** – 40 hours per year. **Holidays** – Nine designated holidays per year, plus four personal holidays. **Sick Leave** – 12 days per year. **Bereavement Leave** – Three days for death or critical illness of family member plus three days of accrued sick leave. **Health Insurance** – Two options are available for employee and dependents (one HMO and one PPO). **Dental Insurance** – Two plans available for employee and dependents. **Life Insurance** – City paid life insurance policy of \$20,000, plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000. **Disability Insurance** – City paid short and long term insurance. **Deferred Compensation** – Available through ICMA-RC Financial and Retirement Planning. **Auto Allowance** – up to \$225 per month.

THE APPLICATION AND RECRUITMENT SCHEDULE

To be considered for this opportunity, applicants must submit a current resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Applications packets must be received by 4:30 pm on Monday, June 22, 2015 via email to:

LBDHHS-JobApplications@longbeach.gov
(please include "HA SPO Req HE14-057" in the subject line)

Following the final filing deadline, all applications will be evaluated to determine the most qualified applicants. The most qualified applicants may be preliminarily interviewed. Those individuals determined to be the best suited for the position will be interviewed by a selection panel. The final applicant will be subject to a thorough background and reference check. Candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Personnel Services Division at (562) 570-4009. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

(Req 14-HE 057)

**THE CITY OF LONG BEACH IS AN EQUAL OPPORTUNITY EMPLOYER.
WE VALUE AND ENCOURAGE DIVERSITY IN OUR WORKFORCE.**